

ADMINISTRATIVE - INTERNAL USE ONLY

OTE 85-1500

14 Jan

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[redacted]
Director of Training and Education

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SUBJECT: Excellence Suggestions from the DDS&T

REFERENCE: Memo to Multiple Addressees fm DDA (84-3666/1),
dtd 24 Dec 84, Same Subject

1. The following is in response to the DDS&T's memo concerning ideas on excellence. The Office of Training and Education has taken several actions during the past year in the area of reviewing regulations and policies with an eye towards simplifying them.

2. Steps were taken to simplify administrative procedures for the approval of external training. Per our update on excellence (OTE 84-1101) dated 29 March 1984, Training Officers were reminded of the necessary requirements for the approval of external training. Many components had complicated the procedure by requiring additional unnecessary signatures and approvals before the Requests for External Training were forwarded to OTE. [redacted] "Agency Policy for Sponsorship of Training at Non-Agency Facilities" was updated and reissued as a means of reminding everyone of the actual requirements.

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3. A review of the Headquarters Regulations dealing with training (series 18) was also conducted to ascertain the necessity and appropriateness of the regulations. The review of the regulations and policies concerning training will be an ongoing process.

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OTE/PG, [redacted] (14Jan85)

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